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**KENTUCKY DEPARTMENT OF EDUCATION**

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**MEMORANDUM No. 42**

TO: Design Professionals providing services to  
Kentucky's Public Schools

FROM: Greg Dunbar, AIA, Manager  
District Facilities Branch

DATE: November 15, 2018

RE: **FACPAC Documents**

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Effective January 1, 2019, KDE will no longer accept forms that are not generated by the FACPAC system including the following:

- BG-1 Project Application Form
- BG-4 Project Form
- BG-5 Project Closeout Form
- FACPAC Purchase Order
- FACPAC Change Order Supplemental Information Forms (AIA Change Order form is still needed)

The correct procedure follows:

- Enter the data into the online FACPAC form
- Print the FACPAC form
- Obtain board approval.

After board approval and the FACPAC form is signed:

- Scan and save it as a PDF
- Attach it to the online FACPAC form and submit to KDE.

**After January 1, 2019, only FACPAC forms will be accepted – no third party facsimiles.**

NOTE: If needed, KDE will accept the signed Purchase Order Summary Form as it appears on the KDE website during the immediate post bid timeframe to enable timely review and approval so as not to delay a bond sale.

Your cooperation in the matter is greatly appreciate and will facilitate timely reviews.